CITY OF FOLEY

PROPERTY FORM

☐ NEW ☒ TRANSFER ☐ DISPOSAL ☐ CHANGE ☐ OUT OF SERVICE

Effective Date: FEBRUARY 5, 2018 Resolution #: _____

If Property is being Transferred,

Department: ECONOMIC DEVELOPMENT Receiving Department: SPORTS TOURISM

If Property is to be Disposed,

Means of Disposal: ☐ GOVDEALS ☐ SCRAP ☐ OTHER _____

(If other, describe)

☐ OUT OF SERVICE _____

(Storage location)

If New: ☐ PURCHASED ☐ CONFISCATED ☐ OTHER _____

(If other, describe)

Item Description: 2008 FORD EXPEDITION

VIN/Serial #: 1FMFU15598LA00416 Make: FORD Model: EXPEDITION

City Tag : 10309 *(If applicable)* Vehicle #: 2702 *(If applicable)* Mileage: _____

Departmental Section	•Current Vehicle/equipment ID# _____ •New vehicle/equipment number assigned _____ •Completed by _____ Date _____
Accounts Payable Section	•Vendor _____Date Paid _____ •Moved title *(if applicable)* to proper dept. vehicle file _____ •Title Applied For _____ Tag Applied For _____ • Paperwork (if any) attached _____ •Completed by _____Date_____
Insurance	•Is item insured? _____ •If new, date item was added to insurance _____ •If changed, date insurance company was notified _____ •Completed by _____
Fixed Asset Section	•On F.A. list? _____ If Yes, ID # _____ •Date transferred in F.A. system _____ •Completed by _____
Prepaid Insurance	•Date schedule was updated _____ •Completed by _____

1) Added #_____ Dept:_____ Reason:

2)Renum./Reassig. #_____ Dept:_____ Reason:
#_____ Dept:_____

3) Retired #_____ Dept:_____ Reason:

New VIN:
Mileage:

New VIN:
Mileage:

	New Vehicle:	Old Vehicle:
Year:		
Make:		
Model:		
Color:		
Engine:		
License#:		

Fuel Master:
Collective Data:
City Vehicle List:
Master List:

Misc. Information:

Emailed/Sent:
City Hall List: